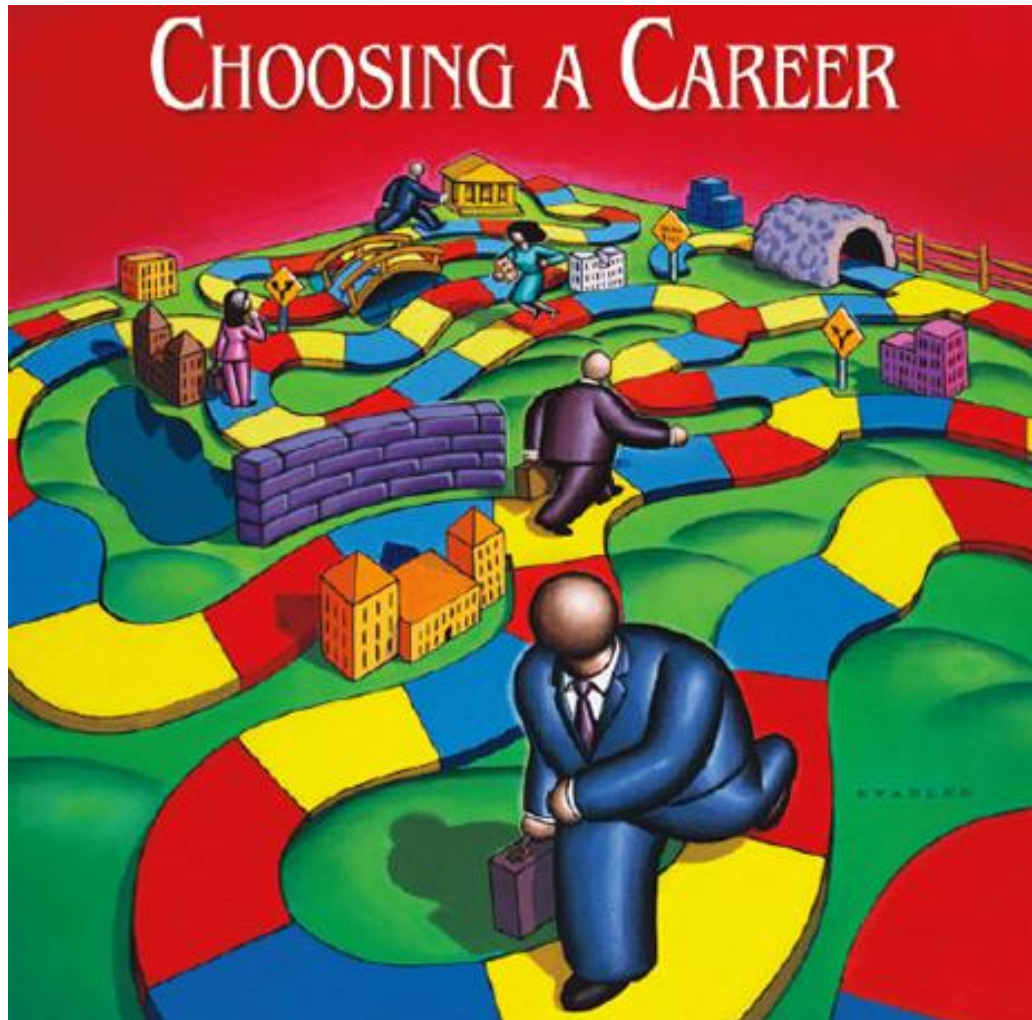


TEACHER'S GUIDE



EASTERN MANITOBA CAREER SYMPOSIUM

Brokenhead Recreational Complex, Beausejour MB

October 26, 2010

www.eastmancareers.com



Funding Provided by:
The Government of Canada

The Manitoba Government

Teacher's Guide

Message from the Eastern Manitoba Career Symposium Steering Committee:

CAREER DEVELOPMENT PLANNING – BUILDING BLOCKS FOR A BRIGHT TOMORROW

Canada is on the verge of experiencing a workforce shortage and will need workers who can respond and adapt to change. In order to meet these demands, career development planning helps to connect school learning with workplace and labour market realities that will contribute to increasing the number of students completing high school in Manitoba and entering the workforce.

The experiential learning components of career development initiatives can provide students with opportunities to explore potential occupations, demonstrate employability skills, essential skills and specific occupational skills.

Bring your students to the Eastern Manitoba Career Symposium where they can participate in this Career Development exploration process.

INTEGRATE YOUR VISIT WITH CAREER PLANNING INITIATIVES

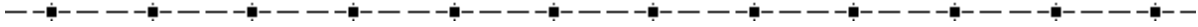
The annual Eastern Manitoba Career Symposium is an excellent opportunity for youth to explore a variety of career options. The symposium complements schools' career development initiatives by providing students with opportunities to gather materials and information used in educational planning and portfolio building, i.e., Career Cruising.

Please review this guide in advance and consider using the recommended class discussion activities that will enable your students to get the most out of the career development planning initiatives offered at your school.

It's All In Your 2010 Eastern Manitoba Career Symposium Teacher's Guide

Your 2010 Eastern Manitoba Career Symposium Teacher's Guide is designed to help you kick-start the career education learning process by providing you with excellent resources and suggestions to help your students with their decision making process.

- Why do schools offer Career Development?
- Show Hours
- Registration
- Student projects
- Personal goal setting
- Canadian workforce
- Required employment skills
- Career planning resource listings

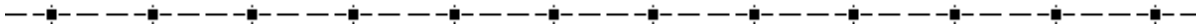


It All Starts With You!

The process of adolescent development across the high school years and into productive and satisfying careers is a continuous concern for schools and educators. In a world of accelerating changes, young people are likely to be uncertain about the relationships between what they know about themselves, and what they imagine for themselves in the future.

Research shows that a vast number of high school students lack the necessary information to make reasoned decisions about their place in the world of work. However the Eastern Manitoba Career Symposium is working hard to change that reality. It is our goal to help educate, promote and foster opportunities for life-long learning.

It starts with you!



Why Should Your School Register?

It's more than a career fair. It's a comprehensive symposium, and the only one in Eastern Manitoba, and is hosting over 50 industries, employers, post-secondary and trade associations.

Exhibitors are on hand to provide factual information about career opportunities and act as role models.

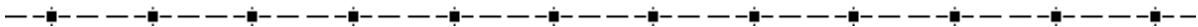
Students have the opportunity to speak to exhibitors about their occupations as well as have a hands-on experience.

Eastern Manitoba Career Symposium Hours:

Tuesday, October 26, 2010	9:30 a.m. – 3:00 p.m. (Regular Schools)
	3:00 p.m. – 4:00 p.m. (Colony Schools)
	5:30 p.m. – 7:00 p.m.

Event Location:

Brokenhead River Recreational Complex, Beausejour, Manitoba



Attending The Eastern Manitoba Career Symposium

There is no need for students to leave the premises for **lunch** or food items. Designated lunch areas with reasonably priced food can be found at the SunGro Centre located on site.

Please **remain available** and visible for your students. It is suggested that students should meet their counsellors or teachers at regular intervals to ensure that all students are receiving the maximum benefit from the visits to the booths. Inform your students and choose a meeting place at specific times.

What Can You Do To Prepare For The Eastern Manitoba Career Symposium?

1. Register your school today!

Complete the School Registration Form and fax to (204) 345-6334 or call Mary Greber at (204) 345-2514 or 1-888-298-9023 to confirm your school's attendance.

2. Promote the Eastern Manitoba Career Symposium

- Explore the Eastern Manitoba Career Symposium site at www.eastmancareers.com not only for detailed symposium information, but also for an abundance of general information
- Link your school site to www.eastmancareers.com
- Advertise the Eastern Manitoba Career Symposium in your school newsletter
- We encourage students to attend in the evening with their parents
- Admission is free

3. Prepare your students

Encourage students to access the web for resources, including Career Cruising. Check the Resource Listings in this guide for educational links that will help your students prepare for the Eastern Manitoba Career Symposium.

4. Student projects and assignments

Requesting projects from students attending is a great way to get them thinking about their future. Blackline masters contain a number of assignments which will allow students to explore possibilities and expand their search.

5. Use the Eastern Manitoba Career Symposium brochure

Use the brochure to help students plan their day. Each registered school will receive copies of the brochure for distribution to students. Educators are encouraged to work with students to identify which occupations they are interested in and where they are located on the floor.

Post Symposium Follow-up

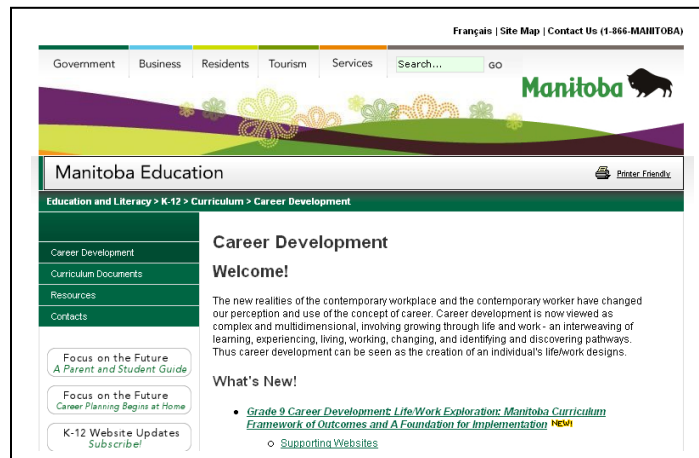
- Gather written assignments and follow-up on the day's activities.
- Continue to promote resources such as Career Cruising website throughout the year to help with career planning.
- Create a link to our website www.eastmancareers.com on your school website. More than just Symposium details, it offers an abundance of career planning resources at your fingertips 365 days a year.

CAREER PLANNING RESOURCES

What does career planning consist of in your school?

Manitoba Education has some excellent career planning resources available to complement the general educational curriculum and encourage youth to think and prepare for the future.

Visit: www.edu.gov.mb.ca/k12/cur/cardev/index.html

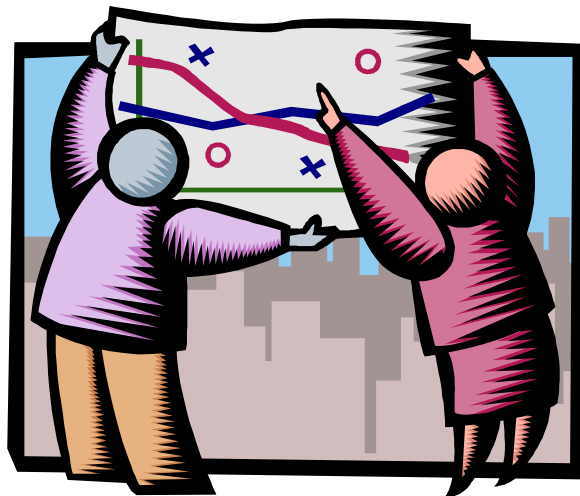


Why Do Schools Offer Career Development Courses?

- ✓ To assist students with career management, essential skills, employability skills, occupational skills, work experience, and transition education.
- ✓ Career development courses provide students with relevance of classroom learning, the opportunity to use experiential learning as a measure of achievement, an understanding of labour market needs and trends, and a feeling of connectedness. The courses allow the community, and especially the parents, to contribute to students' skills and knowledge.
- ✓ Reduction of school dropouts result in positive changes in schools, communities and individuals.
- ✓ Individuals live longer, have better jobs, are paid more, enjoy a better quality of life.
- ✓ Communities become financially stronger, socially stronger, have less crime.
- ✓ Schools receive more funding, better attitudes, leaders are more respected, more relevant to students.
- ✓ Career development courses do lead to improved graduation rates.
- ✓ Manitoba Education provides the following career development courses to all schools:

Grade 9	<i>Life/Work Exploration</i>	- 0 to 20 hours in the community
Grade 10	<i>Life/Work Planning</i>	- up to 25 hours in the community
Grade 11	<i>Life/Work Building</i>	- up to 45 hours in the community
Grade 12	<i>Life/Work Transitions</i>	- between 65-80 hours in the community
- ✓ Each course has 5 units. They consist of units on Personal Management, Career Exploration, Learning and Planning, Job Seeking and Job Maintenance, Career and Community Experiences.

- ✓ Every student should have an Annual Education Plan (AEP) which has set goals and a plan of action that includes: setting long and short term occupational goals; developing plans to achieve short term goals; explore interest, skills, personal characteristics, values, learning styles, and work preferences; and developing a high school educational plan.
- ✓ All students should be developing portfolios and the contents of a portfolio should include: goals, a personal work philosophy, set assessment records, skills areas, learning and work examples, transcripts, work history, work term reports, resumes, cover letters, work experience reports, letters of recommendation, certificates, awards, network contacts, newspaper clippings, and photographs.
- ✓ These should be “working” portfolios, meaning materials are added as covered in the career development courses and other classes.
- ✓ Students and parents should be gathering information from the community via: interviews, career symposiums, guest speakers, online career information systems, *Take Our Kids to Work* day and community placements.
- ✓ In order for this initiative to be successful, teachers need: time to develop a training plan with employer that will meet student needs, time to visit site to observe site safety, time to visit students on the job (at least once every 20 hours), have the authority to decide if a student is adequately prepared to participate in a community-based placement.
- ✓ The annual 2010 Eastern Manitoba Career Symposium is a very good opportunity for young people and their parents to learn about occupational and post-secondary options. The career symposium complements the school’s career development courses.
- ✓ When students, teachers, parents, and the community join together to offer the cumulative and developmental career education courses they need to remember the High Five Plus One, defined as follows:



HIGH FIVE PLUS ONE

No matter what career path is chosen, there are some things that remain constant for all people. Canadian career development specialists originally called these constants the “High Five”. Some children have already learned about the High Five in school. A sixth principle has recently been added, giving us the “High Five Plus One”.



CHANGE IS CONSTANT

We change constantly, and so does the world around us - including the working world. Chances are that a single occupation will no longer take workers from the beginning to the end of their working lives. Adaptability is an important skill to carry into the world of work.



LEARNING IS ONGOING

Graduating from high school or a post-secondary program doesn't mean that your education is complete. Education is not limited to classrooms in a school. Opportunities to learn are everywhere! Learn to recognize them and make your learning a lifelong experience.



FOCUS ON THE JOURNEY

Travelling through life is like travelling down a road: having a destination gives direction, but most of the time is spent moving along. Pay attention to the journey, with all of its pitfalls, sidetracks, opportunities, and highways to new destinations.



FOLLOW YOUR HEART

Dreaming about your future can help you to understand what you really want in life. Knowing what you want and keeping it in mind can give you the motivation you need to deal with life's challenges. Listen to your inner voice.



ACCESS YOUR ALLIES

The journey of life is not taken alone. Life is like a team sport, and your team members are your friends, family, teachers, and neighbours. Any of them can be willing and helpful allies when it comes to judging what steps to take on life's path.



KNOW YOURSELF

The career planning constant or principle “Know Yourself” is the latest addition to the High Five Plus One. Knowing your true self by examining your values, beliefs, and interests in as much detail as possible will help you with career decisions as you travel along your career path.

Resources For Career Planning

The following websites will provide accurate and up-to-date information in all areas of education, work opportunities, job seeking skills, financial aid and awards.

EXPLORING CAREER AND WORK OPPORTUNITIES

- ◆ Career Cruising www.careercruising.com

The Manitoba School Counsellors Association has purchased Career Cruising for every school and career agency in the province. Career Cruising makes personalized planning more effective with validated assessments and a personalized online portfolio.

Contact Tom Prins, Manitoba Education at (204) 945-7974 thomas.prins@gov.mb.ca or Irene Klotz at (204) 945-7948 irene.klotz@gov.mb.ca if your school or agency does not have its own username and password. If you have any questions about Career Cruising, please email jerome@careercruising.com.

- ◆ Manitoba's Career Development Gateway www.manitoba.ca/careerdevelopment

JOB SEEKING SITES

- ◆ www.youth.gc.ca
- ◆ www.workingincanada.gc.ca
- ◆ www.jobbank.ca
- ◆ www.mb.workinphonet.ca
- ◆ www.winnipeg.ca
- ◆ www.abilitiesproject.ca
- ◆ www.partnersforcareers.mb.ca
- ◆ www.indeed.ca
- ◆ www.wowjobs.com
- ◆ www.careerbuilder.com
- ◆ www.neha.mb.ca/careers.php
- ◆ www.hydro.mb.ca/careers/
- ◆ www.sunrisesd.ca/index.aspx?sec=1219
- ◆ www.aecl.ca/Positive_Careers.htm
- ◆ www.pinawa.com/jobs.htm
- ◆ www.gov.mb.ca/govjobs/info/index.html

OTHER CAREER RELATED SITES

- ◆ National Education Association of Disabled Students: www.neads.ca
- ◆ Volunteer Opportunities: www.volunteer.ca
- ◆ International Youth Opportunities: www.dfait-maeci.gc.ca/123go
- ◆ Aboriginal Youth Mean Business: www.aymb.ca
- ◆ Starting Your Own Small Business Services: www.canadabusiness.ca
- ◆ Assembly of Manitoba Chiefs: www.manitobachiefs.com
- ◆ Manitoba First Nations School Net: www.mfns.ca
- ◆ Aboriginal Human Resources Development Council of Canada: www.aboriginalhr.ca
- ◆ www.rotaryyouthexchange.net
- ◆ www.mb4youth.ca
- ◆ www.manitoba.ca/developpementdecariere
- ◆ Manitoba Employment Standards – www.gov.mb.ca/labour/standards
- ◆ www.jobsetc.gc.ca
- ◆ www.justtraining.ca

FINANCIAL AID AND AWARDS

- ◆ www.studentaid.gov.mb.ca
- ◆ www.canlearn.ca
- ◆ www.scholarshipscanada.com
- ◆ www.studentawards.com
- ◆ Aboriginal Scholarships and Bursaries: www.ammsa.com/ammsabursary.html
- ◆ National Aboriginal Achievement Foundation: www.naaf.ca

OCCUPATIONAL INFORMATION SITES

- ◆ Alliance of Sector Councils: www.councils.org
- ◆ Apprenticeship Opportunities: www.gov.mb.ca/tradecareers
- ◆ Skills Canada: www.skillscanada.com

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Employability Skills Self-Assessment – Report Card Performance Analysis

Introduction:

Here you sit looking at your report card. As you gaze down at your grades, do you know what caused you to **earn** these grades? Do you know why you are successful? Do you know why you are struggling? Complete the following analysis that will allow you to relate your marks to your current work habits.

Instructions:

Read each statement. For each statement check off one of the three responses provided: **Hardly ever**, **Sometimes**, or **Most always**. After you have completed checking off all of your responses, read over each response and rate it as either a positive work habit or a negative work habit. After you have classified each habit, complete the reflection on the following page, the Work Habit Action Plan, by listing things you are going to **start doing**, **continue doing**, and **stop doing** so as to improve your report card next time.

Statement	Hardly ever	Sometimes	Most always	+ / - Habit
1. I use all my late slips each month.				
2. I bring all the supplies I need to each class.				
3. I start and complete my assignments as soon as I get them.				
4. I listen when the teacher is talking.				
5. I study for my tests.				
6. I write all homework in my agenda.				
7. I try to study a bit each day.				
8. I keep my subject notebooks organized.				
9. I take notes when the teacher is talking.				
10. I use my spares to complete assignments.				
11. I actively participate in class discussions.				
12. I usually write a "rough copy" of an essay.				
13. I proofread and spell-check all my assignments.				
14. I ask the teacher if I have trouble understanding.				

Statement	Hardly ever	Sometimes	Most always	+ / - Habit
15. I get eight hours of sleep each night.				
16. I rush my homework so I can get to my part-time job.				
17. I catch up on work that I missed when I am absent.				
18. I make every effort to get to class.				
19. I sit in the hallway when I have a spare.				
20. I put an effort into learning every day.				

WORK HABIT ACTION PLAN

Start	<ul style="list-style-type: none"> ▪ ▪ ▪
Continue	<ul style="list-style-type: none"> ▪ ▪ ▪
Stop	<ul style="list-style-type: none"> ▪ ▪ ▪

PERSONAL GOAL SETTING

Consider your educational goal, family, hobbies and employment 1 year from now, 5 years from now, and 10 years from now.

EDUCATION	FAMILY	HOBBIES	EMPLOYMENT
ULTIMATE GOAL	ULTIMATE GOAL	ULTIMATE GOAL	ULTIMATE GOAL
5 YRS from NOW	5 YRS from NOW	5 YRS from NOW	5 YRS from NOW
1 YR from NOW	1 YR from NOW	1 YR from NOW	1 YR from NOW

YOUR LIFE CAREER PLAN

Essential Skills – The Foundation for Success

Industry Training Partnerships defines essential skills for the workplace in Manitoba as “the reading, writing, numeracy, communication, teamwork, thinking, learning and computer skills required to successfully perform in the workplace and to maximize the use of other types of training.”

Employees at all levels must be able to:

- read and understand a range of text from written work orders to online and print-based technical and policy documents
- utilize complicated workplace documents including technical manuals, blueprints, and health and safety regulations
- fill out and compose forms, work orders, and reports
- clearly speak and carefully listen in one-on-one and group settings
- know when and how to use numbers accurately whether measuring, converting imperial measurements to metric, or developing budgets and reports
- navigate through print and online sources to find information specific to a task
- think through workplace problems and challenges
- work as a team, whether on the plant floor or in company or union meetings
- keep learning and adapting to changes such as introducing International Standards Organization (ISO) requirements, and new technology

Source: Industry Training Partnerships, Manitoba Entrepreneurship, Training and Trade. “Essential Skills— The Foundation for Success.” www.gov.mb.ca/tce/itp/fact_sheets/essential.pdf (19 March 2007).



The 2010 Eastern Manitoba Career Symposium Steering Committee wishes to thank you for helping our students find the work they love. Opportunities are all around us. The Eastern Manitoba Career Symposium provides students with a valuable step in their career explorations.

The Eastern Manitoba Career Symposium would also like to thank the Brandon Career Symposium for their assistance with the production of this Teacher's Guide.

For further information, please contact:

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